



# Ninilchik Traditional Council

P.O. Box 39070

Ninilchik, Alaska 99639

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Web Site: [www.ninilchiktribe-nsn.gov](http://www.ninilchiktribe-nsn.gov)

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## **VACANCY ANNOUNCEMENT:** **TRIBAL SERVICES ASSISTANT**

**Open:** March 08, 2004 **Close:** When Filled

**Position Type:** Temporary; Part-time; April 16<sup>th</sup> – September 30<sup>th</sup>, 2004

**Hours:** 20 hours/week, 5 days a week, 1-5pm; to increase as needed

**Salary:** \$14.00/hour

### **DUTIES AND RESPONSIBILITIES:**

- Provide filing upkeep/services for NTC Tribal Services Clients files and related materials.
- Assist with identifying and noticing prospective clients of availability of Tribal Services Programs.
- Assist clients with the application process, mail applications and other pertinent notices.
- Assist NTC Tribal Services staff with program notice development and advertising: newsletter, notices, PSA's and mail-outs.
- Responsible for timely submission of time sheets and other requested materials.
- Answering phones, typing and assistance with NTC Tribal Services mail, copying and faxing.
- Become familiar with all NTC Tribal Services Programs and Projects.
- Receiving and referring visitors and/or clients and providing them with non-confidential information as requested.
- Assist in meeting preparation.
- Submit NTC Tribal Service Programs supplies requisitions to the NTC Tribal Services Director.
- Other duties as prescribed by the NTC Tribal Services Director, ICWA/CCDF/PAT Coordinator or NTC Higher Education Manager.

**SUPERVISION:** This position will be under the direct supervision of the Tribal Services Director.

### **REQUIREMENTS:**

- Confidentiality, honesty, diplomacy and an ability to deal with all people, organizations and Tribes on a professional level.
- Ability to communicate effectively orally and in writing with good filing skills.
- Knowledge with working with Tribal entities.

- Possess computer skills with current technology; proficient in the use of Word, Excel, Access and Internet Explorer
- Work experience in an office setting.
- Associates degree or higher preferred.

### **INDIAN PREFERENCE:**

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act (25 ISC 450e(b)), to give absolute preference in selection to candidates who are eligible for Indian Preference also applies.\* For consideration under Indian Preference, proof is required.

### **OTHER:**

This position, as with all Ninilchik Traditional Council positions is subject to and under the direct authority of the NTC Policies and Procedures.

The NTC is an alcohol and drug free workplace and alcohol and drug testing is required for employment.

As with all NTC positions, employment is subject to availability of funds.

### **APPLICATIONS:**

Applications are available at the Ninilchik Traditional Council office building located across from the General Store in Ninilchik, 15910 Sterling Hwy., Ninilchik, AK 99639.

Contact Information:

Ninilchik Traditional Council  
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(907) 567-3313 PH  
(907) 567-3354 FX  
Email: [chris@niniichiktribe-nsn.gov](mailto:chris@niniichiktribe-nsn.gov)

You must submit a completed application and attach a brief resume of your qualifications with the application.

**Concurrent In/Out House Posting- Posted March 8th, 2004**